

MEDICAL CARE INTERIM PLAN

TRANSITION TEAM

The final medical care remedial plan will be submitted to the court by September 1, 2005. The development of the final medical care remedial plan requires a transition from the existing system of care to a new system of care. Estimates of required staffing, development of policies and procedures, budgets, audit instruments, and other operational requirements need to be developed before a final plan can be submitted. For this reason, the CYA submits this interim medical care plan which will result in a needs assessment and establish other requirements necessary for the final plan.

The necessary work will be accomplished by a Transition Team. The Transition Team will be composed of the following members (selected by CYA, in consultation with the Transition Team leader and the Medical Experts):

- A Transition Team Leader, a physician, who will be responsible for coordinating meetings and activities, and maintaining a log of transition goals as specified below and who will be under contract with CYA by March 1, 2005
- A physician
- A nurse
- A pharmacist
- A clinical records administrator
- An administrator capable of formulating budgets and other administrative functions
- Other members deemed necessary to accomplish the transition plan

This team will also consult with a dentist, psychiatrist, clinical psychologist and any other staff or the Medical or Mental Health Care Experts as indicated to accomplish their function. As Central Office staff is hired, they will be included in the Transition Team. The Transition Team convened to initiate this remedial plan is temporary and will have specific goals. Termination of this team will occur when the Central Office Medical leadership is in place and effectively functioning. The Transition Team is intended to serve for approximately 6-12 months.

This group will conduct physical or telephonic weekly meetings to briefly assess progress toward specific goals. The Transition Team Leader will be responsible for conducting team meetings and maintaining a spreadsheet of tasks to be accomplished within specific timeframes. Specific team members will be assigned to be accountable for concluding assigned tasks on time. All assignments will be itemized and tracked by the following indicators:

- Assignment description
- Date of assignment

- Responsible party or parties
- Due date
- Interval comments

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The tasks of the Transition Team will include, at a minimum, the following:

1. Produce a draft medical plan for review by the Medical Experts, Special Master and Plaintiff's Counsel in sufficient time (by July 1, 2005) so that the medical care remedial plan can be submitted to the Court by September 1, 2005. Plaintiff's Counsel will provide written comments or questions regarding the plan to CYA no later than July 15, 2005.
2. Make recommendations for hiring key central office staff. This would include development of job descriptions for these individuals.
3. Establish the initial budget and create line items to be tracked on a monthly basis.
4. Establish initial staffing requirements based on anticipated policy and procedure and requirements.
5. Establish the list of policies and procedures that need to be developed.
6. Develop a set of essential key policies and procedures.
7. Establish a mechanism to train staff.
8. Establish the audit instrument and a mechanism to conduct performance audits.
9. Establish a mechanism to credential and privilege professional staff.
10. Evaluate all professional staff as to whether they are adequately qualified to perform the services for which they were hired.
11. Inventory equipment at each site; make recommendations for purchase or reallocation of equipment.
12. Inventory staffing at each site; make recommendations for staff additions, deletions, or reallocations.
13. Inventory space at each site; make recommendations for additional space if necessary.
14. Review all contracts related to health services and provide an inventory of all contracts for services.
15. Establish a process for obtaining supplies.
16. Inventory all forms and create a process for identifying, certifying, and providing forms.
17. Establish a formulary.
18. Establish the process by which pharmaceuticals are inventoried on a regular basis and perform the first inventory.

19. Establish utilization management procedures including medical specialty, hospital, and pharmaceutical services.
20. Initiate key committee meetings (Quality Improvement, Pharmacy and Therapeutics, and Infection Control).
21. On a monthly basis, the aggregate spreadsheet with assignments and progress toward those assignments will be produced to the Special Master and Plaintiff's Counsel.

Mental health care is a component of medical care, but CYA also intends to incorporate therapeutic and rehabilitative programming that goes beyond the medical treatment of mental illness. The interim mental health care plan will be filed by April 8, 2005. The transition team will include clinical mental health care in its purview (e.g., psychotropic medications will be covered in the work on pharmaceutical issues). The interim mental health care plan will clarify the transition and planning process for mental health care.